

## EDUCATION &amp; TRAINING TOOLKIT

## Individual Learning Needs Assessment/Skills Checklist

NAME: \_\_\_\_\_ DIVISION: ALL HEALTH DEPARTMENT PERSONNEL

SIGNATURE OF APPROVING AUTHORITY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## GENERAL LHD SKILL SET (C.1)

Date	Category	Criteria for evaluation	Skill met / evaluation date	Skill unmet / evaluation date	Resources to address learning needs	Date for skill to be met
	Scope of Public health	1. Verbalizes understanding of basic scope of public health				
		2. Verbalizes understanding that the work of the local health department may need to be conducted during non-business hours at times; demonstrates flexibility in meeting local health department service needs				
		3. Identifies and applies the 10 Essential Public Health Services				
	Government structure	Identifies levels of government and the impact on public health (local, state, national)				
	Confidentiality	1. Applies basic HIPAA principles to LHD function				
		2. Consistently demonstrates how to appropriately release LHD information following HIPAA guidelines				

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	Communication	Demonstrates effective oral and written communication skills				
	Blood borne pathogens	1. Describes how blood borne pathogens are transmitted				
		2. Can identify risk situations with correct response action				
	Computers	1. Demonstrates ability to utilize basic computer software functions (e.g. MS Word, MS Excel)				
		2. Demonstrates ability to retrieve web information				
		3. Demonstrates ability to utilize department specific sites and programs				
	Learning style	Identifies learning style preference via online, conference, or written learning style evaluation			<a href="http://www.vark-learn.com/english/page.asp?p=faq">http://www.vark-learn.com/english/page.asp?p=faq</a>	

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	Emergency Preparedness	1. Demonstrates ability to define situations requiring an emergency response – Emergency Support Function (ESF) 8, Public Health and Medical				
		2. Identifies the health department's responsibilities during an emergency event according to the County/Comprehensive Emergency Management Plan (CEMP)				
		3. Able to locate LHD emergency response plan				
		4. Identifies general aspects of the Incident Command System (ICS)				
		5. Demonstrates identification and execution of individual role during an emergency response				
		6. Locates and uses emergency communication equipment correctly				
		7. Demonstrates ability to perform individual communication role during an emergency event				

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	Emergency Preparedness	8. Identifies resources needed to carry out response to emergency event				
		9. Identifies partner response agencies for an emergency event				
		10. Verbalizes understanding of partner agencies' roles in an emergency event				
		11. Documents training in IS-100.a, IS-200.a, IS-700.a, IS-800.b, and additional National Incident Management System (NIMS) compliant courses as appropriate				